

**GOVERNMENT OF THE DISTRICT OF COLUMBIA**  
**POSITION VACANCY ANNOUNCEMENT**

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**CHILD AND FAMILY SERVICES AGENCY**  
**HUMAN RESOURCES ADMINISTRATION**

<b>ANNOUNCEMENT NO:</b> CFSA-09-M056 <b>OPENING DATE:</b> 4/29/09 <b>IF "OPEN UNTIL FILLED"</b> <b>FIRST SCREENING DATE:</b> _____ <b>WORK SITE:</b> WASHINGTON, D.C. <b>PROMOTION POTENTIAL:</b> NONE <b>AGENCY:</b> Child and Family Services Agency (CFSA), Office of the Deputy Director for Planning, Policy and Program Support (ODDPPPS), Office of Training Services (OTS) <b>DURATION OF APPOINTMENT:</b> MANAGEMENT SUPERVISORY SERVICE (AT WILL)	<b>POSITION:</b> Administrator, Training Services MS 1701-15 <b>CLOSING DATE:</b> 05/12/09 <b>SALARY RANGE:</b> \$98,285 - \$137,599 PA <b>TOUR OF DUTY:</b> 8:00 A.M. TO 5:00 P.M. Monday – Friday <b>AREA OF CONSIDERATION:</b> UNLIMITED <b>NO. OF VACANCIES:</b> ONE (1)
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The mission of the Child & Family Services Agency (CFSA) is to improve the safety, permanence, and well-being of abused and neglected children and to strengthen troubled families in the District of Columbia. The Administrator is responsible for establishing and managing the training services program for the Agency. More specifically, the incumbent:

- Develops policies and procedures for the Office of Training Services Administration.
- Provides direction and oversight to a subordinate staff in the day-to-day operations. Performs a variety of supervisory personnel functions to include the selection of staff, providing and reviewing work assignments, approving leave and handling disciplinary actions.
- Leads Agency efforts to improve and strengthen child welfare practice through the implementation of results-oriented training (pre-service and continuing) which supports the achievement of best practices, and adherence to the Agency Practice Model.
- Conduct periodic surveys to determine the training needs of Agency staff and develops and implements a training plan that ensures compliance with District wide training standards for affected staff and meets the training needs of other staff.
- Develops and manages the Office of Training Services' budget. Monitors the quality and cost effectiveness of the training program and assures that monies allocated are spent adequately. Interfaces with Fiscal Operations regarding budget and expenditures, as necessary. Evaluates and purchases training curricula.
- Consults with the Senior Management Team on matters related to the training services program.
- Partners with Human Resources and other Agency Administrations to develop and implement workforce development initiatives.
- Collaborates with educational institutions and area social service programs for training opportunities which would benefit all parties mutually.
- Provides direction and oversight to the Agency's Intern Program.
- Performs other related duties as assigned.

**QUALIFICATION REQUIREMENTS**

**One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled. Thorough knowledge of Federal and District laws and regulations related to child welfare.**

**SELECTIVE PLACEMENT FACTORS:**

- A Master's Degree in Organizational Development and/or Master's in Social Work or related field
- 5-7 years of experience in Human Services and related Child Welfare programs
- On-call Availability

## SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of child welfare policies, procedures, operating programs, structures, functions, and services;
2. Thorough knowledge of the principles and practices of social work;
3. Advanced knowledge of human behavior dynamics, child welfare and of related psychiatric, psychological and medical practices; a comprehensive knowledge of techniques and modalities related to cultural diversity;
4. Ability to manage and to direct day-to-day activities of professional and support staff;
5. Ability to manage substantial coordination, both internal and external, in order to comply with District wide training standards.

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**OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.**

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DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

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Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

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How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex (gender or sexual harassment), age, marital status, personal appearance, gender identity or expression, sexual orientation, family responsibilities, matriculation, disability, genetic information or political affiliation. Applicants will only be notified if an interview is granted.

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<b>MAIL TO:</b>	<b>Child and Family Services Agency Human Resources Administration 400 6<sup>th</sup> Street, SW Washington, DC 20024</b>	<b>WEBSITE:</b>	<a href="http://www.cfsa.dc.gov">www.cfsa.dc.gov</a>
<b>TO APPLY:</b>	<b>(202) 727-5750</b>	<b>TELEPHONE:</b>	<b>(202) 724-7373</b>
<b>FAX TO:</b>	<a href="mailto:cfsa.jobs@dc.gov">cfsa.jobs@dc.gov</a>		
<b>EMAIL TO:</b>			

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IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX (gender or sexual harassment), AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY,, GENETIC INFORMATION,GENDER INDENTITY OR EXPRESSION, OR COLOR, DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.

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